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College graduate with a Bachelor's Degree accounting – seeking an accounting position to best utilize my abilities.

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### **SUMMARY OF QUALIFICATIONS**

- Financial Account Management
    - Overseeing daily business operations and provide guidance to employees.
  - Relationship Management
    - Provided astute service to both internal and external customers
  - Technologically Proficient
    - Strong background with the MS Office Suite, Peachtree software, Quicken and QuickBooks software
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### **EDUCATION AND TRAINING**

#### ***Albertus Magnus College, New Haven, CT (August 2010 – May 2012)***

- Currently enrolled in school to complete my MBA in Accounting

#### ***Albertus Magnus College, New Haven, CT (August 2004 – May 2008)***

- Bachelor of Science Degree, May 2008 (Accounting Concentration)
  - Graduated Magna Cum Laude
  - Accumulated Grade Point Average of 3.6 on a 4.0 scale
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### **PROFESSIONAL EXPERIENCE**

#### ***Arch Re-Facultative, Farmington, Connecticut (September 2008 – Present)***

- Grown within the company as an asset for Underwriting department
- Generated reports with an immediate turn around time
- Proficient with learning new technology systems quickly

#### ***TD Banknorth, Wallingford, Connecticut (May 2007 – September 2008)***

- Performed monthly audits within local branch
- Received Branch Sales Leadership Incentive Program Award for highest product sales
- Developed tracking templates to aid in organization of product line sales

#### ***Albertus Magnus College, New Haven, Connecticut (July 2007– November 2007)***

- Tutored fellow students with processing of accounting activities
- Served as a contact point for both students and staff alike
- Experienced with protocol for handling and disposal of confidential information

#### ***Peoples Bank, Cheshire, Connecticut (May 2005 – May 2007)***

- Processed daily transactions and performed daily balancing activities
  - Compiled data and generated monthly branch audit reports
  - Consulted customers regarding financial investment strategy
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### **REFERENCES**

*References are available to supply upon request*